

I.	<u>Class Title:</u>	Senior Civil Attorney	<u>Revision Date:</u>	01/16
			<u>EEO Category:</u>	Professional
			<u>Status:</u>	Exempt (Law Professional)
			<u>Control No:</u>	30302

Under the general supervision of the City Attorney or Deputy City Attorney, performs complex civil and criminal law functions for the City which requires independent work and the application of a high degree of professional judgment and skill.

- Performs all work in a manner consistent with the mission and values of Sandy City
- Is consistently available during and after regular city business hours depending upon assigned meetings and work load demands
- Actively develops expertise in and utilizes technology
- Actively develops and uses professional contacts and associations
- Actively uses procedural rules and practice tools to successfully fulfill Essential Duties
- Performs complex civil and criminal law functions for the City including legal research and extensive analysis of legal positions and applies complex legal principles and precedents to specialized problems
- Advises and consults with the Mayor, City administration, department directors, municipal employees, City Council, commissions, boards and committees
- Represents the Mayor, City Council, City administration and City staff in a variety of settings and circumstances, engaging with other governmental entities, private entities and the public
- Prepares ordinances, resolutions, contracts, leases, memoranda and other documents for consideration by City officials, City employees, other entities and the public
- Represents the City in civil proceedings in federal and state courts and before administrative agencies including also the preparation of pleadings and briefs, oral argument, trial, and settlement negotiations
- Attends daytime and evening meetings of the City Council, Planning Commission, boards, commissions, the State Legislature and other organizations where assigned
- May represent the City in criminal proceedings in municipal and state courts including also the drafting of legal materials such as complaints, arrest, and search warrants and subpoenas

- Perform other duties as assigned.

Education: Requires graduation from an accredited college of law with a Juris Doctor degree.

Experience: Requires five (5) years of full-time professional experience as a practicing attorney in municipal law.

Certifications / Licenses: Requires a valid Utah Driver's License; membership in and good standing with the Utah State Bar; admission to practice before all Utah State and local courts, and U.S. District Court.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Extensive knowledge of laws affecting municipalities and their employees, and rules of proper verbal and written communication; ethical principles; the organization, function and authority limitations of various City departments.

Responsibility for: The care, condition, and use of materials, equipment, and money; drafting contract provisions for city departments and must take basic requests by departments and translate into legal terminology with sufficient clarity to clearly describe the duties of each party to withstand court challenges; must clearly assign risks for negligence and failure to perform contract duties, damage risk ranges from a few hundred dollars to hundreds of thousands and more where serious injury results from a party's negligence; making decisions in matters of serious financial or practical consequence or involving the welfare of lives and property.

Communication Skills: Ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Regular use of office equipment including computer use with ability to operate city systems; word processing, spreadsheet, presentation, legislative management, practice management and other programs; regular use of fax machines, scanners, copiers, and mobile technology devices.

Analytical Ability: High degree of initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions

Physical Demands: While performing duties of job employee may frequently bend, stoop or crouch; and typically handles office equipment, objects or controls. Minimal physical exertion is required; employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great pressure and fatigue are present in this position due to exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____